



**COOK SPECIALIST II,  
CORRECTIONAL FACILITY (CF)**  
**Final Filing Date: Continuous**

**OPEN - SPOT**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -** Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)  
SPOT EXAMINATION FOR:

**SEE ATTACHED LISTING**

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR's testing periods for this examination are: **January - December**. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. You must submit a separate application to each testing office of your choice. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

**NOTE:** Only applications with an original signature will be accepted.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

**APPLICATION DEADLINE/ REQUIREMENTS** Each testing office will accept applications continuously and will notify and test applicants as needed.

All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

**TEST DATE** To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

**SALARY RANGE(S)** As of: March 27, 2014

**\$2,659 - \$3,330**

**MINIMUM QUALIFICATIONS** Either I

One year of experience in the California state service performing the duties of a Cook Specialist I (Correctional Facility), or Cook Specialist I.

Or II

Two years of experience personally preparing and cooking various food items in a restaurant, fast food outlet, or any other business with a food service operation.

(Full-time training in a recognized trade school for cooks and bakers may be substituted for not more than six months of the required experience on the basis of one month of such school attendance being equal to one month of experience.) and

**Education:** Equivalent to completion of the twelfth grade.

**Special Personal Characteristics:** Sympathetic understanding of and willingness to work with the resident population of a State correctional facility, personal cleanliness, good sense of smell and taste; and freedom from communicable diseases.

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates and youthful offenders.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and youthful offenders, and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**EXAMINATION PLAN** This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

EXAMINATION PLAN (CONTINUED)	<div>Qualifications Appraisal -- Weighted 100.00%</div> <div>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</div> <div>A. Knowledge of:<ol style="list-style-type: none"><li>Principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity.</li><li>Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.</li><li>Food handling sanitation (Hazard Analysis Critical Control Point Programs).</li><li>Food values as well as nutritional and economical substitutions within food groups.</li><li>Principles of effective supervision and instructing and working with assistants and helpers from the resident population.</li><li>Food accounting and keeping records and preparing reports.</li></ol></div> <div>B. Ability to:<ol style="list-style-type: none"><li>Communicate effectively.</li><li>Prepare and cook all food groups and use appropriate equipment.</li><li>Judge food quality.</li><li>Plan work schedule and prepare and follow menus, recipes, and formulas.</li><li>Determine food quantities necessary for groups of varying size.</li><li>Instruct and work with assistants and helpers from the resident population.</li><li>Keep records and prepare reports.</li><li>Analyze situations accurately and adopt an effective course of action.</li></ol></div>
ELIGIBLE LIST INFORMATION	A separate eligible list will be established to fill vacancies for the institutions on the attached listing. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires <b>12</b> months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.
POSITION DESCRIPTION AND LOCATION(S)	<p>A <b>Cook Specialist II, CF</b>, under supervision, prepares, cooks, and dispenses food for the residents and employees of a State correctional facility in CDCR; cares for culinary equipment, supplies, and work areas; supervises, instructs, and works with employees and helpers from the resident population; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety of persons and property; may instruct, lead, or supervise inmates, youthful offenders, or resident workers; and does other related work.</p> <p>Positions exist within the institutions listed in the attachment with CDCR.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
VETERANS' PREFERENCE/ CAREER CREDITS	Veterans' Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

**Applications are available at** CDCR's offices, California Department of Human Resources offices and local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

**Veterans' Preference:** California law allows the granting of Veterans' Preference in any **Open** examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs' website at [www.jobs.ca.gov/job/VeteransInformation](http://www.jobs.ca.gov/job/VeteransInformation).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the Department if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

GENERAL INFORMATION  
(CONTINUED)

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

ATTACHMENT

<div>VENTURA YOUTH CORRECTIONAL FACILITY</div> <div>3100 Wright Road</div> <div>Camarillo, CA 93010</div> <div>(805) 278-3724</div> <div>TDD: DIAL 7-1-1</div>	<div>RICHARD A MCGEE CORRECTIONAL TRAINING CENTER</div> <div>9850 Twin Cities Road</div> <div>Galt, CA 95632</div> <div>(209) 744-5038</div> <div>TDD: DIAL 7-1-1</div>	<div>PINE GROVE YOUTH CONSERVATION CAMP</div> <div>P.O. Box 1040</div> <div>Pine Grove, CA 95665</div> <div>(209) 296-7581</div> <div>TDD: DIAL 7-1-1</div>
<div>CALIFORNIA INSTITUTION FOR MEN</div> <div>P.O. Box 128</div> <div>14901 Central Avenue</div> <div>Chino, CA 91710</div> <div>(909) 597-1821 Ext. 4440</div> <div>TDD: DIAL 7-1-1</div>	<div>WASCO STATE PRISON RECEPTION CENTER</div> <div>P.O. Box 8800</div> <div>701 Scofield Avenue</div> <div>Wasco, CA 93280-8800</div> <div>(661) 758-8400 Ext. 5192</div> <div>TDD: DIAL 7-1-1</div>	<div>NORTHERN CALIFORNIA YOUTH CORRECTIONAL FACILITY</div> <div>P.O. Box 213004</div> <div>Stockton, CA 95213-9004</div> <div>(209) 944-6181</div> <div>TDD: DIAL 7-1-1</div>
<div>CALIFORNIA MEDICAL FACILITY</div> <div>P.O. Box 2000</div> <div>1600 California Drive</div> <div>Vacaville, CA 95696-2000</div> <div>(707) 453-7082</div> <div>TDD: DIAL 7-1-1</div>	<div>CALIFORNIA MEN'S COLONY</div> <div>P.O. Box 8101</div> <div>Highway 1</div> <div>San Luis Obispo, CA 93409-8101</div> <div>(805) 547-7900 Ext. 7943</div> <div>TDD: DIAL 7-1-1</div>	